Meeting Minutes
January 27, 2016

Members Present

Stacy Townsley, Scott Feeny, Steve Elliott, Jeff Hudnall, Josh Towns, Andrew VanZee, and Jeff Ton.

Members Absent

None

Staff Present

Jerry Minth, San Saravanan, Lora Walker, Carol Torres, and Matt Hetzel.

I.   **Call to Order**
     Mr. Hudnall called the meeting to order at 10:00 AM. Mr. Hudnall called roll and a quorum was established.

II. **Chair's Welcome and Introductions of the Committee**
     Jeff Ton was introduced as the new Governance Committee Chair. Minutes from the October 21, 2015 meeting were reviewed. Mr. Feeny mentioned the 3rd paragraph 5th line the word valuable should be value. In the last sentence in the same paragraph discussing if private institutions opt out the first time, they only have to opt out once. The system would remember that the institution had opted out. There was a motion and seconded to approve minutes as corrected.

III. **Opportunities for Public Comment**
     There were no sign-ups for public comment. Mr. Ton stated there would be an opportunity for comments at the end of the meeting, time permitting.

IV. **INK Research Agenda**
     Mr. Hudnall said it was decided at the Research Advisory Group (RAG) meeting to remove specific questions from the research agenda. Questions will still be used as a reference, but INK will be working with categories instead, currently looking at the 3 categories: Program Effectiveness, Education Readiness, and Career Readiness.

     Mr. Towns asked why the research agenda questions aren't being answered. Mr. Hudnall responded that the questions are not being thrown out but that new research questions would be considered through data requests. Mr. VanZee stated he didn't think we would have any research requests for a while. Mr. Hudnall stated that we did receive new research requests in the last RAG meeting, from both internal and external stakeholders. Dr. Townsley advised the committee that the research questions be used as a guide for development. Mr. VanZee asked about charging for data requests. After discussion, the committee agreed that a fee schedule

could be developed but that INK should wait until after the INK system is up and running for a while. Mr. Feeny asked about where fees that are charged for data requests will go. The committee agreed that this needs to be discussed and agreed upon at a later date.

Mr. Hudnall said that we will use the request form and place them in a queue. RAG is working on the details and process of how the queue works.   There is a data request process flow, and it is being updated. Mr. Hudnall stated that he thinks the agency rep that serves on the RAG group will decide that the correct data is selected to create reports based on the data request.

Mr. Elliott said we should think about all the data requests we receive and consider the approval process so as not to bog down the system. We need to streamline the process. Mr. Hudnall stated that the process is being reviewed at this time, and we are streamlining the process to meet the needs of the agencies involved. Mr. Feeny mentioned that the INK team should be the filter possibly before involving the other agencies. Mr. Towns recommended not to tie the data request to any meeting, because that will hold it up and possibly put a damper on the number of requests that could be coming to us.

V.   **Project Phase 2 Update**
Mr. Hudnall gave an update on Phase 2 and said we are meeting weekly regarding status updates. The initial completion date for Phase 2 was June 30, which coincides with the SLDS grant ending. We are hoping to finish the next 2 milestones on time.

Mr. Towns asked when we will be creating requirements to determine what the INK system will do. Mrs. Torres said we are creating business requirements, technical requirements, and system requirements. Mr. Elliott said he wants to start forming Phase III. Mr. Towns wants to get to work on phase III requirements early, and to set a goal to get them. Mr. Hudnall said that he is gathering information from stakeholders and will be putting a plan together to outline future work.

Mr. Hudnall said that we will be asking for committee members to provide input for updating Governance Framework document in April. Mr. Towns asked what was driving the need to update the Governance Framework. Mr. Elliott said we have to meet what is written in the Framework to make sure actions align with intentions. Mr. Elliott advised that he is meeting with KSM to discuss development of system requirements. Mr. Towns brought up concerns that he doesn't want to wait until after the end of Phase 2 to discuss system development. Mr. Feeny asked that a draft requirements document be provided so the group can review.

VI.   **Staff Updates**
Mr. Hudnall introduced two new INK staff members: Matt Hetzel (Business Analyst) and Lora Walker (Technical Writer). Mr. Hudnall said he and Mr. Hetzel are going to the Best Practices conference next week in Washington D.C.

Mr. Hudnall serves on the Early Learning Advisory Committee (ELAC) and attended their annual conference recently. He was selected to serve as Co-chair of ELAC data coordination team. Mr. Hudnall also serves on the Commission on improving the lives of students and has been attending their meetings.

Mr. Elliott announced there is a formal tour to see the Management and Performance Hub (MPH) facilities and services on February 26th.

VII. **Adjourn**

Mr. VanZee made a motion to adjourn and was seconded by Dr. Townsley. The meeting adjourned at 11:15 AM.